

Minutes of the Chicopee Retirement Board special meeting held on November 1, 2013 at 2:00 p.m. in the Auditor's Conference Room.

Present: Members O'Shea, Montcalm and Boronski.

Absent: Member Riley/Vacation and Member Mackechnie/Sick.

The main purpose of the special meeting was to review the evaluation of the criteria of the proposals received, and retain a vendor for Pension Administration Software Services.

The Chairman called the regular meeting to order at 2:09 p.m.

COMPUTER SERVICES: An RFP for Pension Administration Software Services was released on September 27, 2013. The submission deadline was on or before October 15, 2013 by 4:00 pm EST. Proposals were opened on October 16, 2013 at 11:00 am. One response was received. It was reviewed and analyzed. The proposal was evaluated on the general criteria and according to the Procurement Reform and PERAC Regulations. After review of the response and the evaluation, a motion was made by Ms. Boronski and seconded by Mr. Montcalm to hire Pension Technology Group. This firm will be notified. **ALL IN FAVOR**

The following request for Survivor Benefits was received according to statute:

Peter Fortin, Sr. – deceased

Upon further review of the information provided and board counsel, a motion was made by Mr. Montcalm and seconded by Ms. Boronski to send this request to PERAC and request a medical panel. **ALL IN FAVOR**

IRS DETERMINATION LETTER INFORMATION: Upon receiving correspondence from PERAC and PERAC Memos #23, #27, #28 and #29, a motion was made by Ms. Boronski and seconded by Mr. Montcalm to have Attorney Sacco review the IRS Determination Letter information provided to the Board by PERAC prior to forwarding the information to Ice Miller, and to send a check payable to the US Treasury, as required. **ALL IN FAVOR**

NEW BUSINESS: None

The next monthly meeting of the Board, as well as the budget meeting, will be held on Thursday, November 14, 2013 at 2:00 p.m.

A motion was made by Ms. Boronski and seconded by Mr. Montcalm to adjourn the meeting at 2:46 p.m. **ALL IN FAVOR**

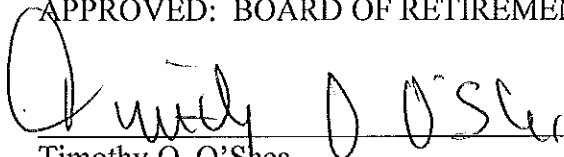


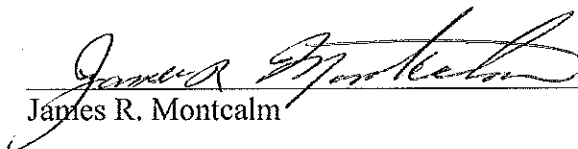
Susana Baltazar, Executive Director

November 1, 2013

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APPROVED: BOARD OF RETIREMENT


Timothy O. O'Shea


James R. Montcalm


Debra A. Boronski